



Changing lives
Building communities
Creating opportunities

Central City Concern is a non-profit social service and housing agency whose mission is to provide comprehensive solutions to ending homelessness and achieving self-sufficiency. CCC provides many services, such as chemical dependency treatment, employment services, housing, medical services, and other related services, to a diverse population. As an agency deeply rooted in recovery we have a keen interest in promoting and maintaining a Drug & Alcohol-Free Workplace. A drug and alcohol-free workplace is essential in supporting individuals in recovery, and in providing a safe, healthy, and productive environment for employees. As part of our policy and commitment to a drug and alcohol-free workplace we conduct post-offer, pre-employment drug screens.

JOB ANNOUNCEMENT

TITLE: Clinical Supervisor
DEPARTMENT: Old Town Recovery Center-Integrated Outpatient
REPRESENTED: No
REPORTS TO: Program Manager
SHIFT: Monday through Friday, 8:30am – 5:00pm
SALARY: Depending on Experience

SUMMARY: The Clinical Supervisor provides clinical and administrative support to the members of a multi-disciplinary team. The Integrated Outpatient team provides mental health counseling and case management services to adults with severe and persistent symptoms of mental illness and substance abuse. The team works to address all treatment needs, including crisis management, substance abuse treatment, medication management, physical health treatment, mental health treatment, accessing benefits and entitlements, accessing appropriate and affordable housing.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Provide and document at least 2 hours of supervision per month for each full time staff supervised. The two hours must include one hour of face-to-face contact for each person supervised, or a proportional level of supervision for part-time staff providing clinical or other support services to clients. Supervision may take place in the community during clinical interactions
2. Participate in clinical staff meetings and case conferences with team members in order to utilize interdisciplinary expertise and facilitate individual treatment plans for clients;
3. Ensure that daily activities are being monitored, scheduled & coordinated with the team.
4. Assist with critical incident reports and critical incident debriefings
5. Coordinate with CCC's Health Services Compliance Officer/Quality Manager & program manager to ensure all aspects of clinical work is in compliance with state regulations and CCC compliance standards.
6. Oversee appropriate management and maintenance of patient records system.
7. Participate in setting goals and objectives for program, facilitating the achievement of those goals, evaluating progress, and modifying processes and/or objectives as needed based on objective data.
8. Collaborate with Residential facilities, Adult Foster homes or other housing providers to provide necessary treatment services and coordinate residential and non-residential treatment and service planning as needed.

9. Participate in admission and discharge planning per program requirements. Client contact must be made within one working day of admission.
10. Monitor and assure that the health and safety needs of clients are met.
11. Coordinate services with all members of client's support network as appropriate.
12. Participate in Outreach activities as needed to offer services and engage participation in a non-coercive manner. Escort clients to meetings and appointments as necessary.
13. Collect information regarding clients' history through a combination of interviewing, records review, and consultation, after obtaining written consent.
14. Conduct and document Mental Health Assessments, including mental status exam, DSM diagnosis, and clinical formulation.
15. Develop service plan with client.
16. Maintain client records as required by program standards and funding requirements including documentation of clinical interactions, behavioral health assessments & individual service plans.
17. Attend required meetings and trainings.

DESCRIPTION OF OTHER DUTIES:

1. Identify and coordinate staff training needs.
2. Provide in-service trainings on clinical requirements; assessments and treatment.
3. Observe mental health and A&D groups and provide feedback on facilitation to group leaders as appropriate.
4. Work with program manager to expand and maximize service delivery
5. Conduct educational and therapeutic groups for clients, using approved curriculum.
6. Liaison with partnering agencies and programs.
7. Perform other duties as assigned.

SKILLS AND ABILITIES:

1. Advanced knowledge and skills in evidence based treatment and assessment techniques with individuals and groups.
2. Working knowledge of Recovery Models of treatment and Trauma Informed Care.
3. Ability to work effectively with peers, individual clients and groups.
4. Ability to work as a team member, remain flexible and to establish priorities as a group.
5. Ability to apply principles learned to new situations.
6. Ability to maintain accurate records and necessary paperwork.
7. Ability to communicate clearly and concisely, both orally and in writing.
8. Creative, innovative, and progressive problem-solver.
9. Ability to work effectively with a diverse population.
10. Ability to provide leadership.
11. Ability to work independently, manage time, prioritize the workload, problem-solve, and complete tasks in a timely fashion.
12. Ability to multi-task and remain calm in a busy and stressful environment.
13. Ability to be a detail oriented, flexible, dependable, positive team player.
14. Proficient in Microsoft Office software (Excel, Word, PowerPoint, Access and

Microsoft Outlook)

15. Experience with office machines (Fax, photocopier, printers, postage machines, etc.)
16. Ability to display a non-judgmental attitude.
17. Knowledge of community and social service agencies.
18. Knowledge and skills in mental health treatment methods and crisis intervention.
19. Knowledge and skills in chemical dependency treatment methods and crisis intervention.
20. Sufficient manual dexterity and physical ability to perform assigned tasks.
21. Ability to work courteously and effectively communicate with the general public, clients, medical personnel, corrections personnel, police, and co-workers.
22. Knowledge of de-escalation methods or ability to be trained in de-escalation methods.

MINIMUM QUALIFICATIONS:

1. Master's degree in a Behavioral Sciences field and two years experience in chemical dependency or mental health treatment
2. Minimum one year of supervisory experience.
3. Must demonstrate competence in leadership, wellness, oversight and evaluation of services, staff development, individual service and support planning, case management and coordination, utilization of community resources, group, family and individual therapy or counseling, documentation and rationale for services to promote intended outcomes and implementation of all provider policies.
4. Has the competencies necessary to:
 - a. Identify precipitating events;
 - b. Gather histories of mental, emotional and physical disabilities, alcohol and drug use, past mental health services and criminal justice contacts;
 - c. Assess family, social and work relationships
 - d. Conduct a mental status assessment
 - e. Document a multi-axial DSM diagnosis
 - f. Write and implement or supervise implementation of a treatment plan
 - g. Conduct and document a mental health assessment
 - h. Provide mental health treatment and rehabilitative services within one's scope of practice
5. If recovering from a substance-use disorder, providing treatment services, or peer support service, in alcohol and other treatment programs, must be able to document continuous abstinence under independent living conditions, or recovery housing for the immediate past two
6. Computer literacy.
7. Must be able to work under stressful conditions.
8. Must be able to work variable work hours.
9. Must pass a pre-employment drug screen, TB test and background check.
10. If using a vehicle for agency use, must possess a current driver's license, access to a vehicle, qualify as an Acceptable Driver as designated in Central City Concern's Fleet Safety policy. Must pass an initial driver's training within 60 days of being an approved driver and continued recertification training. Must



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maintain vehicle insurance coverage of a minimum of \$100,000/\$300,000 personal auto liability coverage.

11. Will be required to carry an agency cell phone for work use. Cell phone will be provided by Central City Concern.
12. Physical ability to bend, stoop, kneel, squat, twist, reach, pull and lift heavy objects.
13. Must be able to climb stairs several times a day.
14. Must adhere to Agency's non-discrimination policies.
15. Ability to effectively interact with co-workers and clients with diverse ethnic backgrounds, religious views, political affiliations, cultural backgrounds, life-styles, and sexual orientations and treat each individual with respect and dignity.

APPLICATION PROCEDURE:

Qualified applicants **must** submit a Central City Concern employment application to be considered for this position which can be obtained at www.centralcityconcern.org. Applicants may include a cover letter and resume. Apply by mail or fax (503-445-8089), or in person at Central City Concern, 232 NW Sixth Avenue, Portland, OR 97209. Application email: jobs@ccconcern.org. Current CCC employees must submit an *Internal Employment Application*, available at the main office. More information at www.centralcityconcern.org.

Date Open: 1-13-12

Date Closed: 2-23-12

EQUAL OPPORTUNITY EMPLOYER

Reference # 12- 09